

Didja Know?



- Did you ever want to know what's the status of your travel voucher?
- Well, help is here.
- Follow these instructions and you can solve the “mystery”.

[Help for this screen](#)



Defense Travel System

A New Era of Government Travel

Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼ Reports ▼ Administrative ▼

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders DA180KSAHRO

Org Access: DA180KSA
Group Access: KSA
Permission: 0,1,2,3,4,5

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
		09	AUTH
		09	AUTH

Message Center

**** UPDATE **** The OCONUS mileage calculation using the Defense Table of Official Distances (DTOD) link in DTS is now correctly calculating the distance between OCONUS locations. Travelers who used a private vehicle at OCONUS TDY/TAD locations after 3 April 2009 and have filed vouchers may need to amend their voucher for reimbursement of the full amount for mileage driven. If you were not reimbursed correctly, you should amend your voucher by removing the original mileage expense. Using the DTOD link, recalculate your mileage and enter

Log on to DTS. Click on Official Travel then Vouchers

Locate the trip you are checking on. Click "view"

Screen ID: 1001.3

[Close Window](#)[Help for this screen](#)[View Authorizations / Orders](#)[View Local Vouchers](#)[View Group Authorizations](#)

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

> [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View	Edit	Print	Remove	Amend
DCSALINAKS032309_V01	03/23/09	ARCHIVE ACCEPTED	0UVC7P	> view	> edit	> print		> amend
DCRENONV111708_V01	11/17/08	ARCHIVE IMAGE ACCEPT	0TZJ2R	> view	> edit	> print		> amend
DCLITTLEROCKA072208_V01	07/22/08	ARCHIVE IMAGE ACCEPT	0T5HK0	> view	> edit	> print		> amend
DCCOLUMBUSOH061508_V01	06/15/08	ARCHIVE IMAGE ACCEPT	0SV6QR	> view	> edit	> print		> amend
DCSAVANNAHGA051208_V01	05/12/08	ARCHIVE IMAGE ACCEPT	0SOXUW	> view	> edit	> print		> amend
DCATLANTAGA042008_V01	04/20/08	ARCHIVE IMAGE ACCEPT	0SERI5	> view	> edit	> print		> amend

Logged In As:

Traveler Name:

Document Name: DSLITTLE ROCK A051000 A01

Document Type: Authorization

Screen ID: 1008.1

Close Window



Defense Travel System

A New Era of Government Travel

View-Only

Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document.

Open Document VIEW-ONLY: ☒

OK

Cancel

**If you get this screen –
Do NOT uncheck the block**

Screen ID: 1064.2

[Close Window](#)
[Help for this screen](#)

Accounting Additional Options Review/Sign
Auths. Pre-Audit Digital Signature

Print Document

Click on "Digital Signature"

Review the details for this trip below. When you have finished proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

None

Comments from the Travel Agent:

None

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD

Pending Routing Actions

Awaiting Status Change To	By	Level

Document History

Status	Date	Time
CREATED	07/27/08	0941
SIGNED	07/27/08	1016
REVIEWED	07/28/08	0749
REVIEWED	07/28/08	2324
REVIEWED	07/30/08	1158
AUDIT PASS	07/31/08	1846
APPROVED	07/31/08	1847
PAY LINK	07/31/08	1847
OBLIG SUBMITTED	07/31/08	1848
POS ACK RECEIVED	08/01/08	1641
VOUCHER SUBMITTED	08/01/08	1642
PAID	08/04/08	2322

If this box is blank, scroll down to the bottom of the page to see if the voucher has moved to DFAS.

If there IS a name here, it is awaiting that person to Review or Approve.

GLORIA J SHERMAN

DTOD From: 66605 Topeka, KS DTOD To: 72201 Little Rock, AR DTOD From: 66605 Topeka, KS DTOD To: 66605 Topeka, KS

Pay Mod Generated

Document data-linked to Payment Module

Pay Mod Generated

By XML Proc [View Awaiting Details](#)

Pay Mod Generated

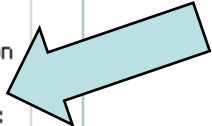
Pay Mod Generated

By XML Proc

Pay Mod Generated

DOV Number: T1635619 Disbursing Station Number: 3801 Trace/Check Number: 102036558207556 Total Payment Amount: \$1097.82 Amount Paid to Traveler: \$362.10

REVIEWED	07/28/08	2324	LYLE BABCOCK	
REVIEWED	07/30/08	1158	MARGUERITE JOHNSON	
AUDIT PASS	07/31/08	1846	GLORIA J SHERMAN	
APPROVED	07/31/08	1847	GLORIA J SHERMAN	DTOD From: 66605 Topeka, KS DTOD To: 72201 Little Rock, AR DTOD From: 66605 Topeka, KS DTOD To: 66605 Topeka, KS
PAY LINK	07/31/08	1847	Pay Mod Generated	Document data-linked to Payment Module
OBLIG SUBMITTED	07/31/08	1848	Pay Mod Generated	By XML Proc View Awaiting Details
POS ACK RECEIVED	08/01/08	1641	Pay Mod Generated	
VOUCHER SUBMITTED	08/01/08	1642	Pay Mod Generated	By XML Proc
PAID	08/04/08	2322	Pay Mod Generated	DOV Number: T1635619 Disbursing Station Number: 3801 Trace/Check Number: 102036558207556 Total Payment Amount: \$1097.82 Amount Paid to Traveler: \$362.10 AMT Paid to GOVCC: \$735.72 Payment Effective Date: August 5, 2008
ARCHIVE SUBMITTED	08/05/08	0711	Pay Mod Generated	
ARCHIVE ACCEPTED	08/05/08	0712	Pay Mod Generated	
ARCHIVE IMAGE SUBMIT	08/05/08	1601	Pay Mod Generated	
ARCHIVE IMAGE ACCEPT	08/05/08	1603	Pay Mod Generated	

[View Reasons for Audit Failures](#)

In this area you can see the tracer number and how it was disbursed.



Ta-Da!



And now you know.
Citibank will be so
happy!